



December 21, 2015

RE: Addendum #1 RFP 2016-46/DM
Consulting Service for Downtown Courthouse
Response Opening Date: January 5, 2015 2:00 PM EST

Ladies/Gentlemen:

Addendum #1 is being issued to provide the following information:

To Extend Opening Date to January 11, 2016 at 2:00 PM EST.

Answer Questions Received:

Questions pertaining to Hampton Circuit Courthouse RFQ

- (1) Page 8/Section I, #2f:** "Graphics, text and other material produced may be used as part of the solicitation". Is this referring to work product that we already have generated that might be included as part of this RFQ response OR is it referring to future work product generated under this contract that may be used to solicit others interested in re-developing the Courthouse?

Answer:

The former. All items listed on Page 8, Section I, #2 will be used as evaluation criteria in the selection process. A "Proven track record in developing visually stimulating and easy to understand concepts that can be readily understood by the general public. Graphics, text and other material produced may be used as part of the solicitation." is noted as one of the evaluation criteria. For this purposes, it will be necessary for a respondent to submit examples of past work.

- (2) Page 9/section K, #1d:** This section discusses five references for work performed in an environment comparable to the City of Hampton, but then discusses "name of firm", etc. Please clarify what is intended for this section.

Answer:

If the reference is a locality, please substitute 'locality' in place of "firm" when necessary.

- (3) Page 9/section K, #2k:** We are a 25 year old privately held company and have never been asked to share our financial condition with any public or private entity. We also understand that this information would become public. a) Does it become public only if awarded the contract or regardless? b) As a privately held company without audited annual reports, what information would be sufficient for this section? c) If financial information is not disclosed, is this a disqualification?

Answer:

Financial information that is disclosed should be listed as proprietary and confidential.

- (4) Page 10, section K, #3e:** This asks for a "statement explaining why the Offeror's proposed *solution* would be the most advantageous to the City". Is "solution" referring to how we would approach the scope of work or is it the ultimate solution of



what is the appropriate use for the building? If the latter, is that not the purpose of this exercise?

Answer:

It would be the latter. We want to know the solution to the appropriate use of the building.

- (5) As a pro-bono consultant to a grassroots group, the Courthouse Arts Initiative, we have toured the building on multiple occasions, analyzed previous studies and documents made available by city staff, and brainstormed about uses for this historic asset for the past three years. City staff is aware of this effort and have attended some of our meetings. Does this disqualify our firm from due consideration in this solicitation?**

Answer:

This does not disqualify a firm from responding to the RFQ. After all responses are received, firms will be evaluated to determine which is best qualified to complete the requested scope of work.

- (6) Given the upcoming holidays and the team effort required to prepare this RFQ, is there a possibility of extending the January 5th due date?**

Answer:

CDD can support extending the deadline to January 11th.

- (7) We are wondering if the City has established a budget for this project?**

Answer:

No budget has been established.

All other terms and conditions remain the same.

Sincerely,
FOR CITY OF HAMPTON

Doris McRae

Doris McRae, CPPB
WAE Senior Buyer
Buyer